

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 99-040

TO: Superintendents, Principals, Head Teachers and Attendance Personnel
FROM: Lyle Friesen, Director of School Finance
DATE: February 3, 1999
SUBJECT: Limited English Proficient (LEP) Bubble Sheets

For districts reporting on paper form, enclosed are your district's LEP bubble sheets which have been pre-slugged based on the grade information submitted for your 40th day Average Daily Membership Reports. The instructions for completing the bubble sheets are on the back of each form. If no LEP programs are offered, return all forms with no other marks. It is not necessary to fill in zeroes.

For districts reporting electronically (DelRep Disk/Email, diskette, or Tape), no bubble sheets have been included in this mailing. Please read the three page instructions packet that accompanies this mailing. School Finance attempted to contact as many districts as possible. Those that we were unable to contact and who have in the past submitted electronically, you may still receive bubble sheets with this mailing (please disregard forms and continue to submit electronically).

These forms need to be returned to us by **February 16, 1999**, in order for us to run a Preliminary LEP Report by mid-March.

If your district needs additional bubble sheets or have any questions, please call Patty Fernandez at (602) 542-8246. For more information on DelRep reporting attached is a information packet.

SUBJECT:
